

CONSTITUTION

ARTICLE I – NAME

1. The name of this organization shall be the Arkansas Chapter of the National Institute of Governmental Purchasing.

ARTICLE II – OBJECTIVE

1. The objectives of this Chapter are to establish cooperative relationships among its members for the development of efficient purchasing methods and practices in the field of educational, governmental and public institutional procurement; to encourage maintenance of ethical standards in buying and selling; to promote uniform public purchasing laws, simplified standards and specifications; to collect and disseminate useful information for its members; to promote the interchange of ideas and experiences within the purchasing professions; to encourage research and investigation; to promote ongoing training and certification to those engaged in the profession; to sponsor such other activities as may be useful in providing its members with knowledge for efficient procurement; to strive by all legitimate means to advance the purchasing profession; and to observe the Purposes, Aims and Objectives of the National Institute of Governmental Purchasing.

ARTICLE III – MEMBERSHIP

1. The Arkansas Chapter of NIGP membership shall consist of regular, honorary and retired membership.
2. Regular Membership: Membership in the Chapter shall be open
 - (a) to all public institution procurement and materials management personnel including Federal, State, County, Municipal and Township activities, Public School Systems, Colleges, Universities, Hospitals, Commissions, Authorities and any other political subdivisions of the State;
 - (b) full-time employees of NIGP member agencies, provided he or she spends the majority of his/her time involved in purchasing or the materials management function;
 - (c) a person with full-time employment in a position having a direct influence on the public procurement process such as elected officials, department heads and educators.
3. Honorary Membership: Honorary membership may be conferred by majority vote of the members in attendance upon individuals who have made distinguished contributions to the purchasing profession or this Chapter. Honorary members shall not be entitled to vote or hold office and shall be exempt from payment of dues.

4. Retired Membership: Retired membership may be conferred upon members of this Chapter upon their retirement from the pursuit of their livelihood through active employment and upon written request for such membership. Retired members shall not be entitled to vote or hold office and shall be exempt from payment of dues.
5. Admissions: An applicant becomes a voting member after meeting the following criteria: Receipt and acceptance of application by the Membership Committee and payment of assessed annual dues.
6. Revocation: The Board of Directors may revoke the membership of any person for non-payment of dues or for other just cause, including violations of the NIGP Code of Ethics. A person considered for membership revocation, except for non-payment of dues, shall be provided written notice of the proposed action by the Board of Directors and be given opportunity to show cause as to why the membership should not be revoked.

ARTICLE IV – OFFICERS AND ADMINISTRATION

1. The following shall constitute the Officers of the Chapter:
President
President-Elect
Secretary
Treasurer
2. President: The President shall exercise general supervision over the affairs of the Chapter, preside over meetings of the Chapter, be a member ex-officio of all committees, except the Nominating Committee, with the right to vote in the case of a tie and perform all duties incident to the Office of President. The President shall be responsible for authorizing the expenditure or commitment of Chapter funds. Any expenditure in excess of \$100 for non-budgeted items shall require approval of the Board of Directors.

The President shall appoint Chairpersons for all Standing Committees no later than thirty (30) days after assuming office. The President may appoint such other Committees for such term as deemed necessary.

3. President-Elect: The President-Elect shall act as Parliamentarian for the Chapter and, in the absence of the President, shall perform such other duties as are assigned by the President. The President-Elect shall succeed the President in office.
4. Secretary: The Secretary shall maintain a written record of the proceedings of the Board of Directors and the Chapter, mail all dues and other notices covering meeting and affairs of the Chapter and perform such other duties as may be assigned by the President.
5. Treasurer: The Treasurer shall be responsible for the accounting of funds for the Chapter, shall maintain a complete record of receipts and disbursements and shall render a true and complete report relative to affairs of the office at each meeting. The Treasurer shall be responsible for collecting membership dues and report to the Secretary any delinquent dues for proper notification.
6. Board of Directors: The governing body of this Chapter shall be an executive board called the Board of Directors, chaired by the President, consisting of the immediate past President, current President, President-Elect, Secretary, Treasurer, Two Members-At-Large and Chairpersons of Standing Committees that are appointed by the President.

ARTICLE V – MEETINGS

1. The regular meetings of the Chapter shall be held the second Thursday or as designated in March, May, September and November at such time and location as designated by the Program/Social Chairperson.
2. Special meetings may be called at any time by the President, the Board of Directors, or upon written request of six (6) members. Notice setting forth the purpose of the special meeting shall be given to the entire membership at least three (3) days in advance thereof, and no other business may be transacted other than that designated in the call.

ARTICLE VI – AMENDMENTS

1. The Constitution and Bylaws may be amended in the following manner at the option of the majority of the membership; at any regular meeting by a two-thirds majority of the members present. Any proposed amendment must be submitted in writing to the membership at a regular meeting and shall be voted on at the next regular meeting.

BYLAWS

ARTICLE I – ELECTION OF OFFICERS

1. Officers shall be elected at the November meeting from a slate of Candidates presented by the Nominating Committee and any eligible members nominated from the floor. A simple majority of those regular members in attendance will be required for a candidate to win election. The following shall be elected: President-Elect, Secretary and Treasurer.
2. No member of this Chapter shall be considered for any office unless he or she is a member in good standing of the Arkansas Chapter of NIGP.
3. The Treasurer and Secretary shall not hold the same office for more than two consecutive years.
4. At a minimum, the President, the President-Elect, and one additional executive officer shall be required to hold a national Agency or Individual membership.

ARTICLE II – TERM OF OFFICE

1. The term of office for all officers and directors shall commence at the start of the fiscal year in January at which the oath of office is given.
2. The term of office for all officers and directors shall be a period of one year.

ARTICLE III – VACANCIES

1. Vacancies shall be filled in accordance with the procedures of Article I, Section K of the Bylaws, except that the President-Elect shall assume the duties of President in the event the Office of President becomes vacant.

ARTICLE IV – DUES

1. Dues will be assessed members on an individual basis. The amount of dues is to be set by a majority vote by members present upon recommendation of the Board of Directors at a regular meeting.
2. Dues for regular members will be for an annual period commencing on January 1 and ending on December 31 of each year.
3. Dues shall be payable in advance, upon receipt of notice.
4. Membership in the Chapter by a person whose payment of dues is 90 days in arrears may be revoked by the Board of Directors upon written notice, effective on the date of the notice. Membership may be reinstated upon payment of delinquent dues.

ARTICLE V – FUNDS

1. A bank account for the Chapter shall be maintained with four signatures registered, to include the President, President-Elect, Treasurer and Secretary, any two of which shall be required on all checks.

ARTICLE VI – MEETINGS

1. The regular meetings of the Chapter shall be held the second Thursday or as designated in March, May, September and November at such time and location as designated by the Program/Social Chairperson.
2. Special meetings may be called at any time by the President, the Board of Directors, or upon written request of six (6) members. Notice setting forth the purpose of the special meeting shall be given to the entire membership at least three (3) days in advance thereof, and no other business may be transacted other than that designated in the call.
3. The Chapter Board of Directors shall meet before each chapter meeting.

ARTICLE VII – COMMITTEES

1. Budget and Finance: The Budget and Finance Committee shall annually, beginning January 1, prepare an estimated budget of operating expenses for the ensuing year. The budget shall be presented to the membership and voted on at the March meeting. The Committee shall be composed of the immediate past President, current President, immediate past Treasurer and current Treasurer, the Chairperson of which shall be the current Treasurer.
2. Standing Committees: A Chairperson for each of the following Standing Committees shall be appointed by the incoming President no later than thirty (30) days after assuming office, except as otherwise provided for in the Bylaws. The chairperson of each Standing Committee shall attend all meetings of the Board of Directors and shall vote on all business at that meeting. If the Chairperson is also a member of a Board he or she will have only one (1) vote. Membership on the Standing Committee shall consist of a minimum of two (2) individuals, regular members in good standing. The chairperson of each Standing Committee shall attend all meetings of the Board of Directors and vote (only the Chairperson can vote) unless the chairperson is also a member of the Board.
 - A. Membership
 - B. Education and Professional Development
 - C. Program/Social
 - D. Public Relations
 - E. Legislative Liaison
 - F. Nominating Committee
3. Duties and Responsibilities: The duties and responsibilities of the Standing Committees are:
 - A. Membership: The Membership Committee shall actively pursue increasing the membership of the Chapter and receive and accept applications of prospective members in accordance with the criteria set forth in Article III, Paragraph 5. The Committee shall be responsible for compilation and continuing maintenance of the Chapter membership roster and shall maintain membership name tags. The Committee shall maintain a written record of members' attendance at each meeting and shall further be responsible for extending hospitality to new members and guests of the Chapter in order to acquaint them with the membership.
 - B. Education and Professional Development: The Education and Professional Development Committee's primary responsibility is to plan, establish and coordinate educational programs subject to the approval of the Board, which furthers the knowledge, expertise and professionalism of the membership including

organizing workshops and NIGP seminars; and toward certification (CPPB and CPPO) of the Chapter members.

- C. Program/Social: The Program/Social Committee shall be responsible for planning and arranging programs for the Chapter's meetings, determining topics of interest to the membership and arranging for speakers. The time and location of the meetings, including necessary arrangements and reservations, shall be the responsibility of the Program/Social Chairperson. The Committee shall further be responsible for any arrangements necessary for social gatherings of the membership during the Chapter year.
- D. Public Relations: The Public Relations Committee's primary responsibilities are to inform the membership of Chapter cultural and educational activities as well as social events. The Public Relations Committee shall collect articles, prepare, edit and publish the Chapter newsletter every quarter, fifteen days prior to the Chapter's regular meeting. The Committee shall collect and send articles to members' local newspaper, to NIGP, etc., to publicize individual achievements, as well as those of the Chapter.
- E. Legislative Liaison: The Legislative Liaison Committee shall be responsible for maintaining liaison with legislative committees which deal with procurement matters; give to committees the views of the Chapter and inform membership of legislative activities and matters. The Chair of this committee will also handle all changes for the revision of the Constitution and/or Bylaws, correlate all similar recommendations deemed necessary and submit them to the membership for approval. After approval by the membership, amendments to the Constitution and/or Bylaws shall be submitted for NIGP National's approval.
- F. Nominating Committee: The Nominating Committee and its Chairperson are appointed by the President within thirty (30) days after assuming office. The committee includes the chair and two other members in good standing with the Chapter. The Committee shall consider and evaluate recommendations from the membership regarding potential candidates for office, select at least one candidate for each elective office and obtain consent to such nomination. The Nominating Committee will recommend a slate of officers for the membership vote at the November Chapter meeting. The slate of candidates will be presented at the September Chapter meeting. Officers shall be elected at the November meeting from the slate of candidates presented by the committee and any eligible and consenting member nominated from the floor. The Committee shall prepare and distribute ballots to regular members present, after which votes will be cast and the results tabulated. All elections shall be secret ballot. Absentee or proxy voting will not be permitted. The Nominating Committee shall convene at such times as necessary to develop a slate of eligible candidates to fill positions occasioned by

vacancies, other than that of the President, which will be filled by the President-Elect.

4. The President may appoint such other committee(s) for such term, as he/she deems appropriate.

ARTICLE VIII – PROCEDURES

1. A quorum at a Board meeting shall consist of a simple majority of the Board of Directors.
2. A quorum at any regular meeting shall consist of a minimum of 20 percent of the regular members of the Chapter.
3. Robert's Rules of Order shall govern the proceedings of this Chapter in all cases not specifically covered by the Bylaws.
4. Any voting member of the National Institute of Government Purchasing Arkansas Chapter may bring a matter before the Board of Directors at a regular meeting or a Board meeting for consideration. The voting member may propose a course of action and may make a motion for consideration by the Board during the introduction of new business. Before the Board may discuss or vote on said motion it must have a second from a voting member of the Board of Directors.

ARTICLE IX – CHAPTER DISSOLUTION

1. In the event that the Chapter dissolves and after satisfaction of all outstanding debts, any remaining funds and accounts receivable, upon collection, shall be disposed in the following manner:
 - A. Shall be remitted to National Headquarters of the National Institute of Governmental Purchasing, Inc. or:
 - B. Donated to any similar charitable, tax-exempt organization designated by a simple majority vote of the regular membership present at the final meeting.

AMENDMENTS

1. The Constitution and Bylaws may be amended in the following manner at the option of the majority of the membership: At any regular meeting by a two-thirds majority of the members present. Any proposed amendment must be submitted in writing to the membership at a regular meeting and shall be voted on at the next regular meeting.

Revised May 12, 2005